



## SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION

1101 E. FIRST STREET, ROOM 2028

SANFORD, FLORIDA 32771

(407) 665-7371

[www.seminolecountyfl.gov](http://www.seminolecountyfl.gov)

### TEMPORARY PACKAGE STORAGE PERMIT

**Section 30.1378(2) of the Land Development Code allows for temporary package storage use in accordance with the following:**

This regulation allows the installation of temporary storage facilities to facilitate delivery of parcels within residential zoning districts during a period of time commencing on November 30th and terminating on December 31st of each calendar year. This activity is temporary in nature and will not adversely impact the surrounding area and land uses, and will be terminated and removed immediately upon expiration of the temporary permit.

Application **MUST** include an 8.5" x 11" site plan showing the location of all proposed structures and parking spots. **Handicap parking spaces cannot be covered.**

### ATTACHMENT CHECKLIST

- ☐ APPLICATION
- ☐ APPLICATION FEE
- ☐ APPLICANT AUTHORIZATION FORM
- ☐ SITE PLAN SHOWING THE LOCATION(S) OF ALL PERMANENT AND/OR TEMPORARY STRUCTURES, PARKING SPOTS WITH HANDICAP SPACES REFLECTED AND PROPOSED LOCATION(S) OF STORAGE POD(S) WITH DISTANCES FROM PROPERTY LINES.

Email [plandesk@seminolecountyfl.gov](mailto:plandesk@seminolecountyfl.gov) or call (407) 665-7371 for more information.



**SEMINOLE COUNTY**  
**PLANNING & DEVELOPMENT DIVISION**  
1101 EAST FIRST STREET, ROOM 2028  
SANFORD, FLORIDA 32771  
TELEPHONE: (407) 665-7371  
PLANDESK@SEMINOLECOUNTYFL.GOV

PROJ. #: \_\_\_\_\_

### TEMPORARY PACKAGE STORAGE

**MUST SUBMIT COMPLETED APPLICATION, FEE AND OTHER REQUIRED DOCUMENTS  
NO LESS THAN FOURTEEN DAYS PRIOR TO THE EVENT.**

#### SITE INFORMATION

ADDRESS:	
PARCEL ID #:	
CURRENT USE(S):	
ACREAGE OF PROPERTY:	ZONING:

#### PROPERTY OWNER

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

#### AUTHORIZED AGENT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

#### APPLICATION TYPE/FEE

<input type="checkbox"/> <b>TEMPORARY PACKAGE STORAGE PERMIT</b>	<b>\$100.00 PER POD</b>
--	-------------------------

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application. I also represent that I have the lawful right and authority to file this application.

\_\_\_\_\_  
**SIGNATURE OF OWNER/AUTHORIZED APPLICANT**

(Proof of owner's authorization is required with submittal if signed by agent)

\_\_\_\_\_  
**DATE**

## **CONDITIONS FOR TEMPORARY PACKAGE STORAGE**

The following conditions must be met in order to be eligible to receive a Temporary Package Storage Permit:

1. No structure of a permanent nature shall be constructed.
2. Removal of all temporary structures shall be guaranteed in writing and such structures shall be subsequently removed.
3. Outside of residential subdivisions, the temporary structure may be placed in commercial parking lots. Written approval of the owner of the site shall be obtained and provided to the County. This approval shall identify the site address, owner's name, owner's mailing address, owner's telephone number, owner's acknowledgment of proposed activity, and dates activity is to operate.
4. Within residential areas, the temporary structure shall be located only within subdivisions containing an active Homeowners Association (HOA) and may be placed only in HOA Common Areas. Written approval from the HOA identifying the site and acknowledging the proposed activity shall be obtained and provided to the County.
5. No structure shall be located in a public right-of-way.
6. Adequate stabilized area with a minimum of 13'6" unobstructed height, shall be provided for trailer off-loading of packages. This area shall not block handicapped accessible areas.
7. Removal of all signs, trash, or debris from the site and the immediate vicinity, upon termination of the activity shall be guaranteed in writing, and subsequently accomplished.
8. A separate temporary package storage permit shall be required for each lot or parcel to be used as a temporary storage facility.
9. No more than one (1) such temporary package storage permit shall be issued for the same lot or parcel during a single calendar year.
10. The applicant shall submit a site plan of the site identifying the location with ingress and egress of the temporary storage facility. Adequate ingress and egress shall be safe and provided in such a manner that the normal traffic pattern is not disrupted.
11. Delivery of parcels via golf carts, low-speed vehicles, and utility vehicles shall comply with all applicable traffic regulations and shall occur in accordance with the provisions in Section 316.2126, paragraphs 3(b) and 3(c), Florida Statutes.
12. Delivery times shall be limited to 8 a.m. through 6 p.m.

13. Delivery vehicles shall not travel on sidewalks or on private property other than that of a delivery recipient or on the tract or parcel of land for which a Temporary Package Storage Permit has been issued.
14. Delivery vehicles shall be equipped with brake lights, tail lights, turn signals, seat belts, and horns.
15. The rear of all trailers must be equipped with lights or reflectors.
16. All packages must be properly secured at all times, both within the temporary storage facility and an enclosed trailer during delivery, so that they may not be accessed by the public and do not fall off the trailer or delivery vehicle and create a safety hazard. Handcarts used to transport packages from a delivery vehicle to a residence shall be securely attached to the delivery vehicle when not in use.
17. Adequate delineated and stabilized parking for the activity must be provided on-site and shown on a site plan. Delivery vehicles, including golf carts and utility or other low speed vehicles, shall not block traffic when loading, unloading, or delivering packages.
18. The temporary storage facility shall have a maximum length of 20 feet and shall be subject to the minimum setbacks of the zoning district in which it is located.
19. The temporary package storage facility shall be securely placed on the ground and anchored as required by the Building Division. At no time shall fuel for delivery vehicles be stored inside or near the temporary storage facility.
20. All seasonal delivery drivers operating under the terms of a Temporary Package Storage Permit shall be subject to background checks consistent with those applied to permanent employees of the permit applicant. The applicant shall provide adequate driver training to all seasonal delivery drivers operating under the terms of a Temporary Package Storage Permit. A notarized affidavit confirming background checks and adequate driver training shall be submitted with the permit application.
21. Additional conditions may be required as deemed necessary by the Planning & Development Manager for any temporary package storage activity.

# SEMINOLE COUNTY APPLICANT AUTHORIZATION FORM

## TEMPORARY PACKAGE STORAGE PERMIT

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, \_\_\_\_\_, the owner of record for the following described property (Tax/Parcel ID #)

\_\_\_\_\_ hereby affirms that \_\_\_\_\_

is hereby designated to act as my authorized agent for the filing of the attached application for a:

<input type="checkbox"/>	Arbor Permit	<input type="checkbox"/>	Special Exception	<input type="checkbox"/>	Temporary Use Permit	<input type="checkbox"/>	Variance
<input type="checkbox"/>	Development Plan	<input type="checkbox"/>	Special Event Permit	<input type="checkbox"/>	Vacate	<input checked="" type="checkbox"/>	OTHER

and make binding statements and commitments regarding the request. I certify that I have examined the attached application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of Seminole County, Florida and are not returnable.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Name

**STATE OF FLORIDA**  
**COUNTY OF** \_\_\_\_\_

**SWORN TO AND SUBSCRIBED** before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared \_\_\_\_\_, who is personally known to me or who has produced a \_\_\_\_\_ as identification and who executed the foregoing instrument and sworn an oath on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC